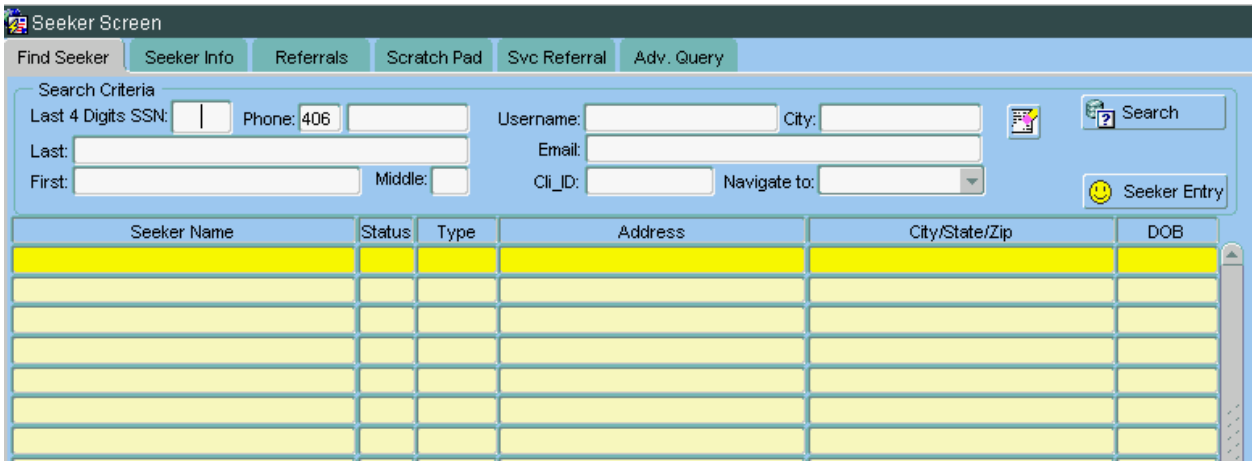
WIA SEEKER:

ENTERING NEW PARTICIPANTS

You must enter some basic information into MontanaWorks for new participants who will be enrolled in WIA programs. Always search for the participant in the Find Seeker section before creating a new record. Each participant should have only one record in MontanaWorks.

To open the Find Seeker screen, click on the Find Seeker icon .

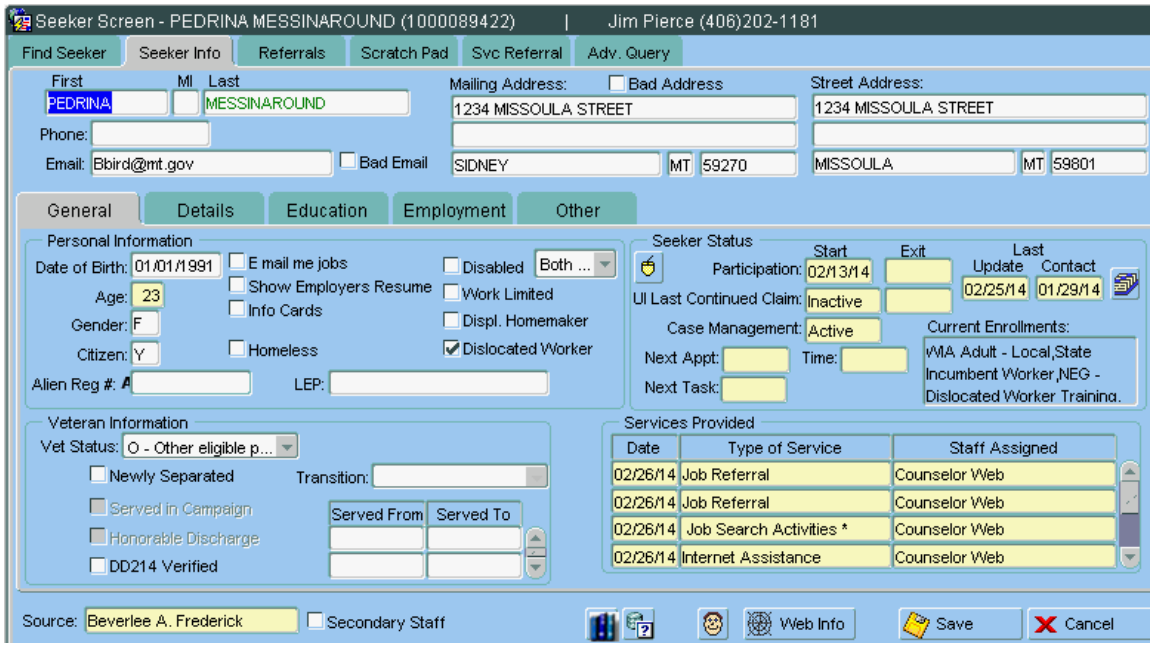


Search for the participant using one of the following methods:

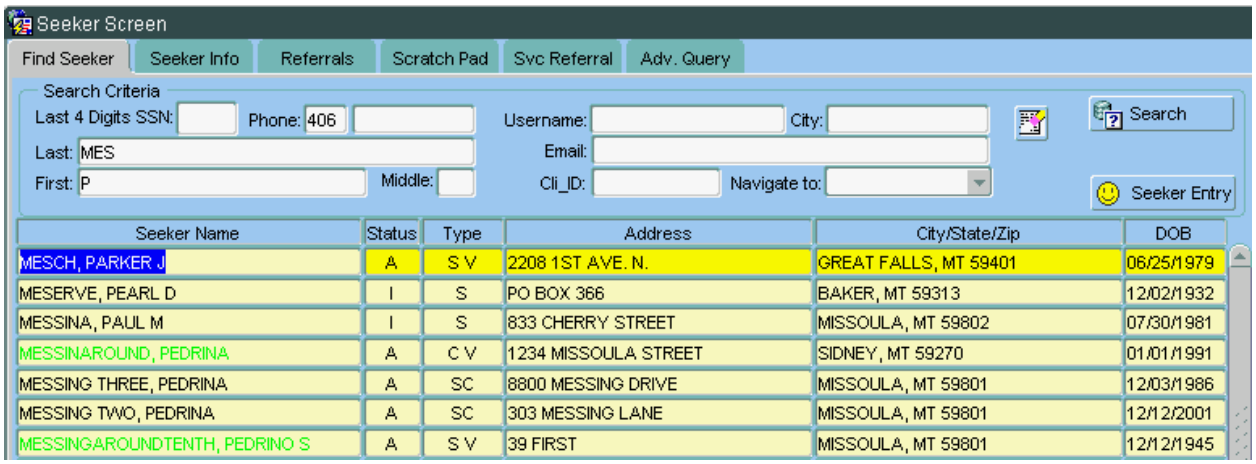
- ✓ Enter a Social Security Number
- ✓ Enter Last Name, First Name, and middle initial
- ✓ Enter part of a Last Name and part of a First Name
- ✓ Enter the last four digits of the Social Security number and part or all of the last name

Click on Search or hit Enter.

If only one participant is found, the Seeker Info tab will be displayed.

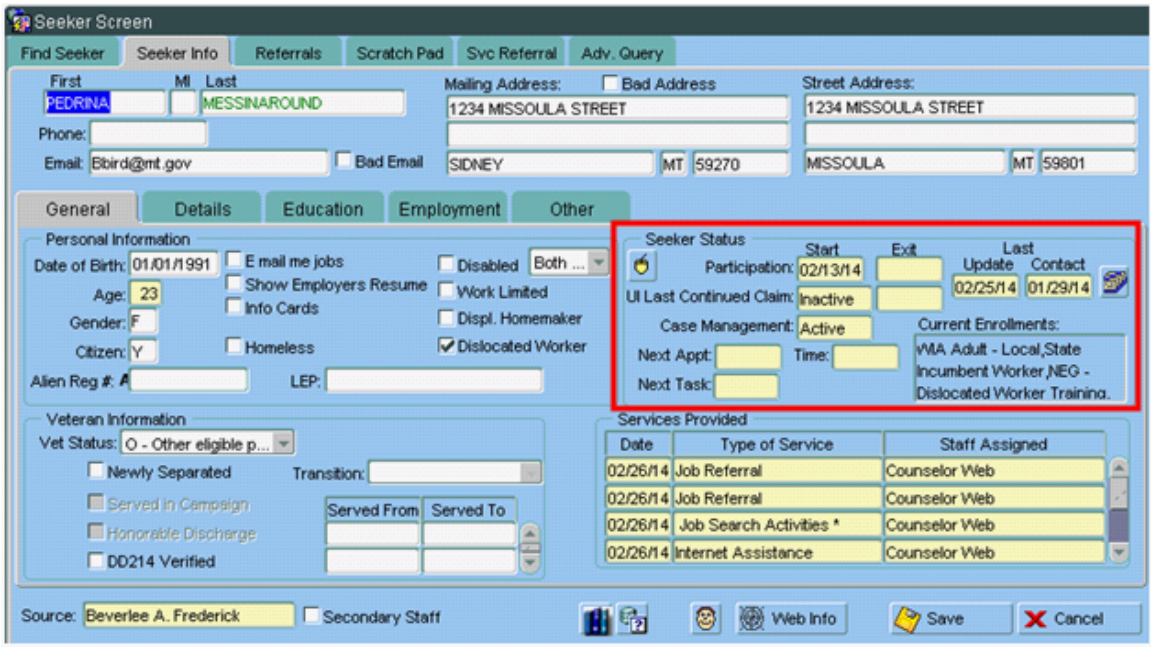


Several participants may match your search, unless you refine it using some of the techniques above.



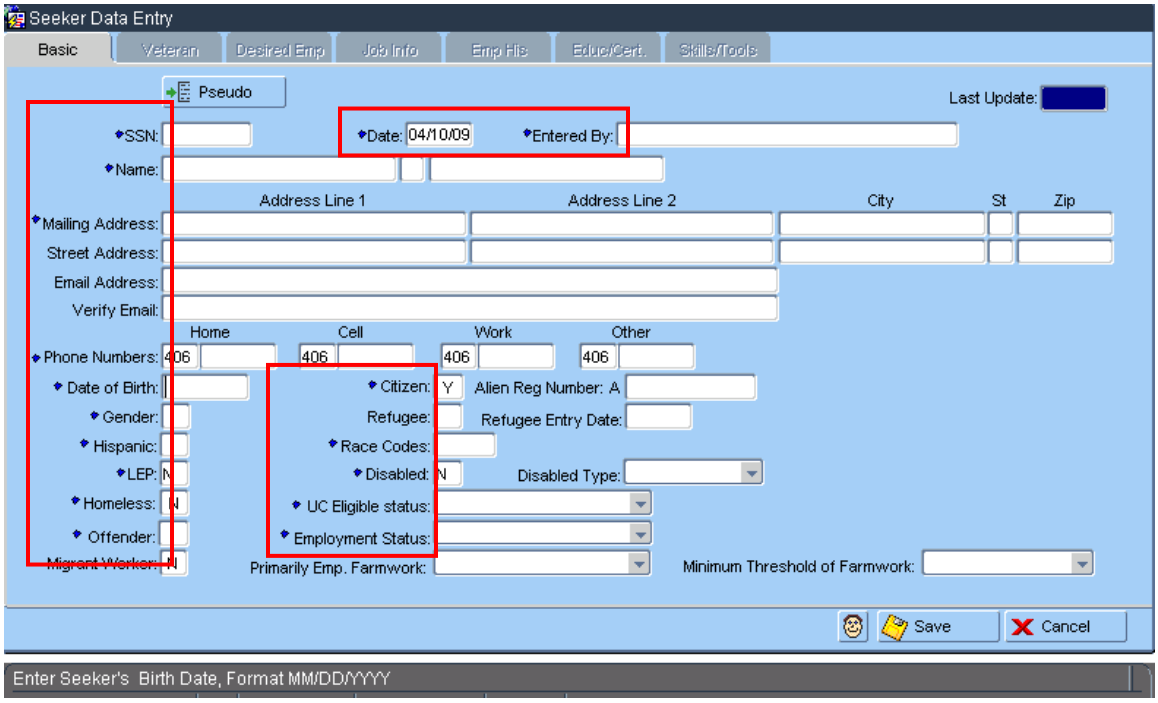
Double-click on the correct participant's name to bring up their existing record.

You can then view information about the participant on the Seeker Info tab .



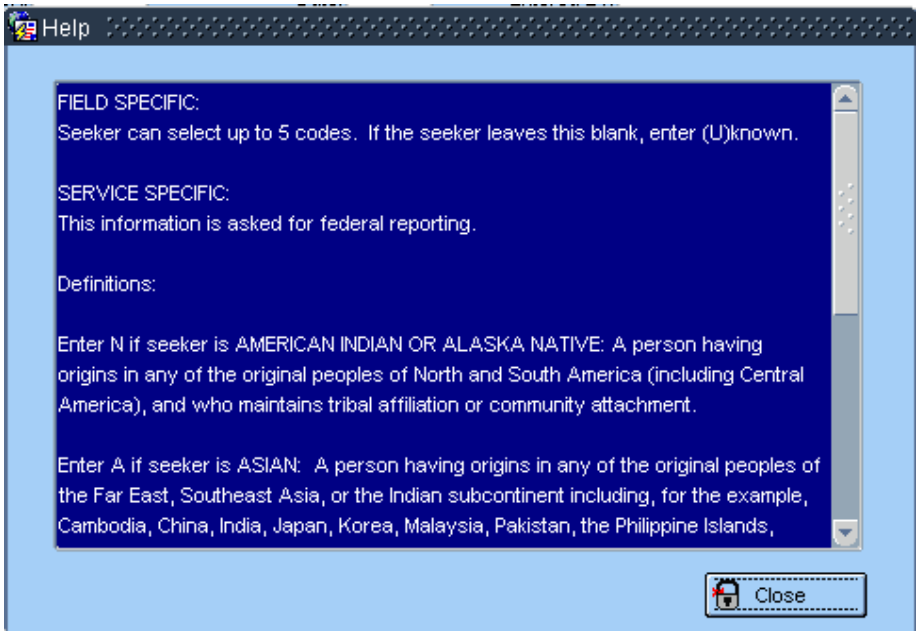
The Seeker Info tab shows current enrollments in WIA programs. You can also see if the participant is active in Employment Exchange or TAA programs.

If the participant is not found, click on the Seeker Entry button on the Find Seeker screen, or the Seeker Entry icon on the top navigation bar. You will then be required to provide information on the Basic tab.



Any field with a blue diamond is a required field. Notice when you click on a field, in the lower left hand side of the screen, there is a hint to help you understand what kind of data is needed.

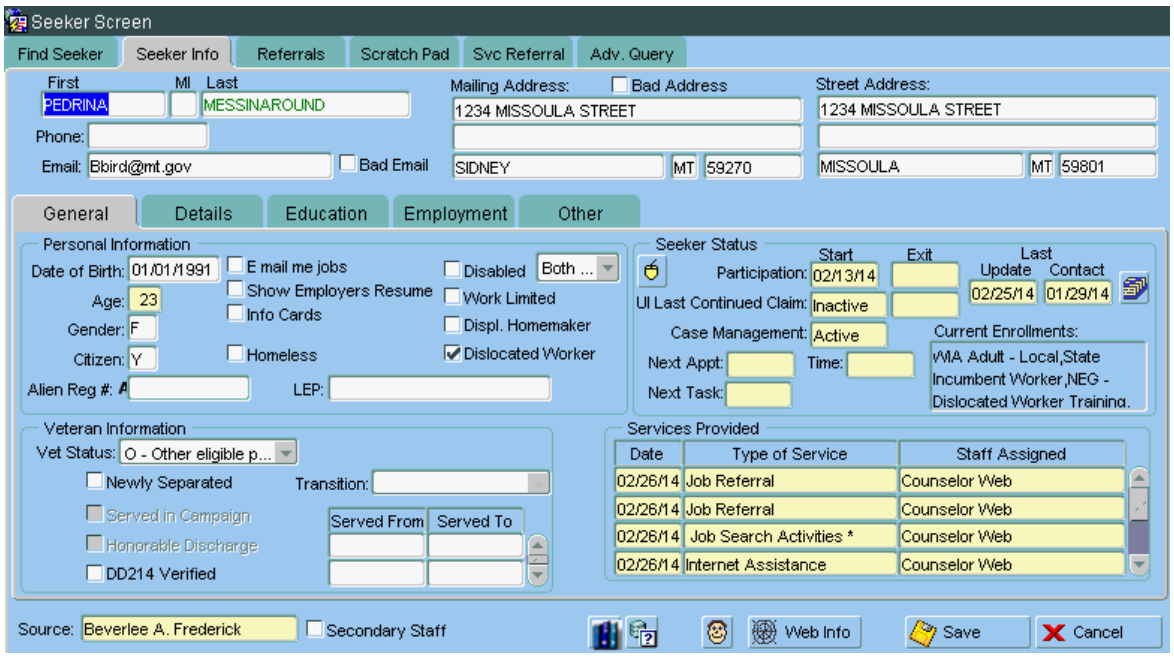
Select the F1 key on your keyboard for Help when your cursor is in a field. Not all fields have help text available.



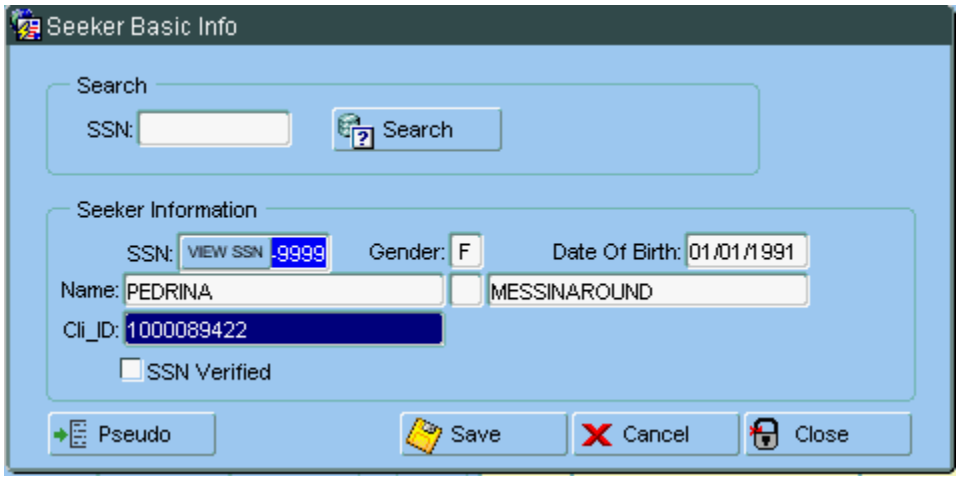
Complete the following tabs in the Seeker Data Entry section:

- ✓ Basic tab
- ✓ Veteran tab
- ✓ Education/Certification tab

Don't forget to Save! You can then view information on the Seeker Info tab.



If you need to find a participant's Social Security Number (SSN), click on Help, Seeker Basic Info. To view the entire SSN, click on VIEW SSN -9999.



If you have any difficulties, or receive a message in the lower left-hand corner that says, "Field protected against update," email the HELP Desk at mjshelp@mt.gov or email/call one of the WIA staff.